

UNITED STATES DISTRICT COURT
DISTRICT OF COLUMBIA
PROBATION OFFICE

GENNINE A. HAGAR
CHIEF UNITED STATES PROBATION OFFICER

E. BARRETT PRETTYMAN U.S. COURTHOUSE
333 CONSTITUTION AVENUE, N.W., SUITE 2214
WASHINGTON, D.C. 20001-2866
TELEPHONE (202) 565-1300



INTERNSHIP OPPORTUNITY

Announcement Number: 15-DC-10

Position Title: Student Intern
(This Summer, full-time, intermittent position is not hazardous duty. More than one position is available.)

Term of Internship: May 31, 2016 - August 21, 2016
(Work schedule will be determined upon appointment.)

Salary: CL 21, Step 1 (\$10.79/per hour)

Position Location: Washington, D.C.

Open Date: December 22, 2015

Closing Date: February 5, 2016

How to Apply: To be considered for this “at will” position, applicants must submit the following required documents:

- ▶ Cover letter
- ▶ AO-78 - Federal Judicial Branch Application for Employment (To obtain the AO-78, go to <http://www.uscourts.gov/Careers.aspx>.)
- ▶ Written response to Quality Ranking Factor (*see below*)
- ▶ Official transcripts

QUALITY RANKING FACTOR: Applicants must submit a written narrative statement (one to three pages) addressing the factor listed below. **(MANDATORY)**

What are your goals and how do they relate to the mission of the United States Probation Office for the District of Columbia? *(See attached Mission Statement.)*

Failure to submit the cover letter, AO-78, response to the Quality Ranking Factor, and official transcripts will result in immediate disqualification. Incomplete applications will not be considered, returned, or retained. Only one application per candidate will be accepted for this announcement. Candidates will be apprised of the status of their application via e-mail. Please ensure that your e-mail address is indicated on the AO-78.

Application materials may be mailed or hand-delivered to:

United States Probation Office
Attn: Human Resources
333 Constitution Avenue, NW, Suite 2214
Washington, DC 20001-2866
Reference Announcement # 15-DC-10

or e-mailed to: jobs@dcp.uscourts.gov

If materials are e-mailed, official transcripts must be hand-delivered or postmarked received by the Probation Office by close of business Wednesday, April 1, 2015.

Agency Contact Person: Marion L. Boulden, PHR, SHRM-CP
Human Resources Supervisor
(202) 565-1355

DUTIES AND RESPONSIBILITIES:

The student intern will be provided a meaningful employment experience through a comprehensive view of the federal probation system. Interns will work closely with a probation officer, learn many of the duties and responsibilities of a probation officer, and will provide office support and assistance for the administrative functions of the office, which may include any or all of the following duties and responsibilities:

- Use of electronic databases, such as Westlaw and Lexis.
- Seek information from organizations and others by telephone and written correspondence.
- Investigate an offender's employment, sources of income, etc.
- Maintain case file information.
- Prepare non-court-related reports.
- Attend Court proceedings with an officer.
- Assist senior probation officers with special projects.
- Perform other duties as assigned.

JOB REQUIREMENTS:

- Skill and ability to file, extract, and re-file documents accurately and appropriately.
- Ability to follow detailed instructions and multi-task.
- Compliance with the *Code of Conduct for Judicial Employees* and Court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Skill in spelling, grammar and proof reading. Ability to communicate effectively (orally and in writing) to individuals and groups to provide information. Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to interact tactfully with a wide variety of people.
- Knowledge of software and keyboarding for word processing, data entry, email, computers and report generation. Skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc.). Skill in keyboarding, typing, and data entry.

QUALIFICATIONS:

The successful applicant must be currently enrolled in an accredited undergraduate or graduate program and must have completed at least 30 credits at the time of application.

Applications will also be accepted from those currently enrolled as a first, second, or third-year law student at an accredited law school.

EMPLOYEE BENEFITS: Intermittent, When-Actually-Employed (WAE) appointments are paid based on the actual hours worked. WAE employees may not exceed 80 hours per pay period (40 hours per week). WAE's are eligible for public transportation vouchers (SmartBenefits) only. Intermittent employees appointed for less than 90 days are not eligible to participate in the Federal Employees Health Benefits (FEHB) program.

CONDITIONS OF EMPLOYMENT: United States Citizenship is required for consideration for this position.

A successful background check is required for employment in this position. The Probation Office will complete an investigation of criminal records, motor vehicle records, credit reports, and employment checks.

Each recipient of Federal wage, salary, or retirement payments shall designate one or more financial institutions or other authorized payment agents and provide the payment certifying or authorizing agency information necessary for the recipient to receive electronic funds transfer payments through each institution so designated, pursuant to the Federal Financial Management Act of 1994 [Title V, Section 402, section 333.2].

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District Court for the District of Columbia.

Revised salary effective January 11, 2016.



MISSION STATEMENT

UNITED STATES PROBATION OFFICE FOR THE DISTRICT OF COLUMBIA

It is the mission of the United States Probation Office for the District of Columbia to assist in the fair administration of justice; to provide the highest quality service; to protect the community; and to improve the lives of those we serve by using the most effective supervision techniques, the most supportive treatment programs, and the finest community service partners available to our population.

To become a strategic organization, we must continuously determine our condition by fact finding, analysis, adjustment, design, and planning. We have determined that we will strive to accomplish three goals, which represent a blueprint for achieving our mission and a state of organizational excellence:

- ▶ **To promote an efficient, effective, productive, and professional organization which provides the highest quality of service.**
- ▶ **To foster clear, direct, effective, and honest communication among all persons in the office, the Court, and our community.**
- ▶ **To develop a safe work environment which promotes fairness, dignity, and productivity, by strategically employing modern technology, humane and progressive business practices, critical analysis of process and procedure, and aggressive staff training and development.**